CREATE A RECIPE

1. **Recipe for** - Record the recipe name. Example: *Assorted Fresh Fruit, Assorted Salads, Assorted Bagels, Assorted Juices..*

2. **Recipe Number** – Assign a recipe number.

3. **Number Prepared** – This figure will always be 100 because the recipe created for each menu item will be a percentage of 100. The percentage will be converted to the number of portions.

4. **Portion Size** - Record the portion size. The portion must be the same for each menu item recorded in column 5. Example: *1 Piece for Fruit, ½ cup for Salads, 1 Bagel, 4 ounces for juices.*

5. **Menu Item -** List each menu item to be included in the recipe. Example: *Tossed Salad, Potato Salad, Green Bean Salad (the recipe would be for assorted salads).*

6. **Number of Portions Served in a Week -**

   Step 1: Based on production records for the week of the SMI analysis, total the number of reimbursable portions served for each menu item for <u>each</u> <u>day</u> of the week. Record the weekly total for <u>each</u> menu item listed in column 5.

   Step 2: Add all the figures in column 6. Enter the <u>total</u> number of menu items served in box 10.

7. **Percentage Served** –

   Step 1: For each menu item, take the number of portions in column 6 and divide by the grand total in box 10. Example: *Tossed Salad—275 portions ÷ by 1,232 <u>Total</u> Salads = .2232.* Multiply by 100 for the percentage (22.32%). List the percentage two places past the decimal.

   Step 2: Add all the percentage figures recorded in column 7. The total figure must equal 100 percent as noted in box 10. Round as needed to equal 100 percent.

8. **Number of Servings –**

   Step 1: Convert the percentage figures in column 7 to whole numbers. Round each figure to the nearest whole number. Example: *22.32% = 22 servings.*

   Step 2: Add all the figures recorded in column 8. The total figure must equal 100 as noted in box 10. Round as needed to equal 100.

9. **State agency use only – do not complete this section**

   Database Ingredient or Local Product and Recipe Number